



# CITY OF HOUSTON

## Job Posting

1	<b>Applications accepted from:</b>	ALL PERSONS INTERESTED
2	<b>Job Classification</b>	Systems Accountant IV
3	<b>Posting Number</b>	PN# 106405
4	<b>Department</b>	FINANCE & ADMINISTRATION
5	<b>Division</b>	Financial Services
6	<b>Section</b>	Budget & CIP Services
7	<b>Reporting Location</b>	611 Walker
8	<b>Workdays &amp; Hours</b>	M - F, 8 a.m. - 5 p.m.*
		*Subject to change

**9**     **DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**  
Works independently on complex task involving planning, designing, initiation and writing code for BUDPREP, CIPPREP, and MFOR applications used to prepare Annual Operating Budget, 5 Year Capital Improvement Program and presentation of the Monthly Financial and Operations Report. Review and make recommendations for the upgrade and conversion of internal business processes and administrative systems. Performs functions and duties to design, create, code, build, test and implement new programs to be used city-wide. Provide support of divisional activities including creation of new reports, forms and modifications for the annual budget, CIP and monthly financial operating reports. Will act as liaison between Budget and CIP Services and the Information Technology Department in areas of evaluation, repair and problem resolution. Assures that all data contained in the annual operating budget, CIP program and monthly financial operating report is accurately accumulated and electronically uploaded the city's financial system, appropriate databases and the internet. Performs special projects and analysis as required.

**10**     **WORKING CONDITIONS**  
Position is physically comfortable.

**11**     **MINIMUM EDUCATIONAL REQUIREMENTS**  
Requires Bachelor's degree in Accounting, Business Administration, Management Information Systems or a closely related field.

**12**     **MINIMUM EXPERIENCE REQUIREMENTS**  
More than ten years of accounting financial systems development experience, at least six of which must have been in the management of financial systems development are required.

**13**     **MINIMUM LICENSE REQUIREMENTS** None

**14**     **PREFERENCES**  
Strong analytical abilities and extensive experience with budget and municipal accounting procedures. Experience using Advantage Financial and Oracle Data Mart Financial and Visual Basic is desirable. Ability to effectively covert current business systems from Paradox for compatibility related to efforts with the Enterprise Resource Planning Project between the City and SAP. Strong preferences for candidates with Paradox and SAP programming experience.

**15**     **SELECTION/SKILLS TESTS REQUIRED** None

**16**     **SAFETY IMPACT POSITION**     ☐ YES     ☒ NO  
If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

**17**     **SALARY INFORMATION**  
Factors used in determining the salary offered include the candidate=s qualifications as well as the pay rates of other employees in this classification. The salary range is:  
Salary Range - Pay Grade 29  
\$1,885 – \$2,639 Biweekly     \$49,010 – 68,614 Annually

**18**     **OPENING DATE**     August 17, 2005

**19**     **CLOSING DATE**     Open Until Filled

**20**     **APPLICATION PROCEDURES**  
Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1<sup>st</sup> Floor. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. If assistance is needed, our TDD phone number is (713) 837-9471.**

An equal opportunity employer